

ANIMAL CARE ASSISTANT

DEFINITION

To perform routine animal shelter/kennel maintenance and operations work; to receive, impound, care for, administer vaccines and treatments, euthanize and dispose of animals brought to the animal shelter; assist animal shelter patrons by answering question regarding impounded animals; and to perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Animal Control Manager.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Receive, handle and kennel animal of all species including those of unknown temperament, aggressive, sick and injured animals.

Maintain the shelter and premises in a sanitary condition and good repair; clean kennels and department vehicles.

Care for and feed impounded animals; assists in the procurement of animal food and supplies.

Properly identify sex, age and breed of animals in the facility; complete and maintain simple records; prepare reports as need.

Assist in performing medical and behavioral examination of animals including administering medical treatment to shelter animals; assist with surgical preparation for spays and neuters.

Assist in identifying potentially adoptable animals; oversee prospective adopters in pet play area; provide information regarding the animal and its temperament.

Answer citizen inquiries and provide shelter information to the public.

Conduct tours of the facility; present pet educational program at schools, senior center, and other off site locations.

Evaluate animals daily on euthanasia list; euthanize animals by injection in accordance with established policies and procedures; dispose of diseased and unclaimed animals.

Assist in conducting rabies clinic; issue dog licenses; receive and record payment for licenses and adoptions.

Relay messages and dispatches personnel by radio; responds to calls when necessary.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Animal breeds, characteristics and diseases.

Animal care, feeding and handling methods and techniques.

Applicable laws, codes, ordinances and regulations.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Properly handle and care for animals.

Humanely euthanize animals according to department protocols.

Dispose of diseased and euthanized animals.

Clean and disinfect shelter enclosures, cages and other related operational equipment or areas.

Distinguish between healthy and ill animals.

Recognize aggressive or frightened animals.

Keep simple records.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

### Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

One year of experience working with animals in an animal care facility, veterinary hospital, dog groomer, pet store, or boarding kennel.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in animal care.

### License or Certificate

Possession of a valid California driver's license.

### PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; use hands and fingers to grasp and use various types of animal restraint and capture equipment and tools; must be able to perform euthanasia on animals; make repetitive hand and body motions; twist and reach below and above shoulder. Communicate over a radio, or telephone; hear communications via radio, telephone or in person; respond to inquiries; use a computer keyboard. Must be able to lift with assistance and carry injured or dead animal weighing up to 125 lbs; see in the normal vision range with or without correction; hear in the normal range with or without correction.

### WORKING ENVIRONMENT

Work is performed in both indoors and outdoors with exposure varying weather conditions when in the kennel areas. Frequent exposure to loud animal noises, odors, pet dander, diseases and dangerous animals. Daily contact with to a variety of domestic and wild animals that can result in exposure to potentially hazardous or volatile situations; may be exposed to cleaning chemicals used daily to disinfect kennel areas along with exposure to animal body fluids in caring for animal needs.

5/04